



# Director of Environmental Resources/ Parks and Recreation



***“Stanislaus County serves the public  
interest by promoting public health, safety, community assistance and the  
local economy in an efficient, cost-effective manner.”***



## THE COMMUNITY

Located in the heart of California's fertile Central Valley, Stanislaus County is blessed with good weather year-round and some of the world's richest soil. With a population exceeding 500,000, Stanislaus County is proud of its vibrant citizenry, great traditions, educational opportunities, and multicultural lifestyles. Modesto, the largest city and seat of Stanislaus County, offers the diversity and facilities of a metropolitan city while maintaining an atmosphere of old-fashioned hospitality. Other cities within the County are Ceres, Hughson, Newman, Oakdale, Patterson, Riverbank, Turlock, and Waterford.

Stanislaus County is easily accessible from throughout California. West of the Valley and over the coastal mountains lies the San Francisco Bay Area, a 90-minute drive from Modesto. Equally close is Sacramento, the State's capital. Eastward are the foothills of the famed Mother Lode gold country that leads to the majestic Sierra Nevada mountain range, Yosemite National Park and Lake Tahoe.

A wide variety of favorably priced suburban and rural housing opportunities are plentiful in Stanislaus County.

## COUNTY GOVERNMENT

The County is divided into five supervisorial districts and each Supervisor is elected by the citizens within that district. The Board of Supervisors has both legislative and administrative duties and responsibilities. The Board is assisted in its administrative responsibilities by the Chief Executive Officer who is delegated broad responsibilities in the fields of budgeting, control of budget expenditures, and overseeing the general day-to-day business functions of the County and appointment of Department Heads.

Today, Stanislaus County staff provides a broad variety of services focused on the priorities of the Board of Supervisors. Priorities include:

- A safe community
- A health community
- A strong local economy
- Effective partnerships

- A strong agricultural economy/heritage
- A well-planned infrastructure system
- Efficient delivery of public services

The Board of Supervisors uses a \$954 million budget and staff of over 3,700 to implement policy decisions for the greatest community benefit.

## THE DEPARTMENTS

***"MISSION: The Department of Environmental Resources strives to promote a safe and healthy environment and improve the quality of life in our community through a balance of science, education, partnerships and environmental regulation."***

The Department of Environmental Resources (DER) provides for State and local mandated education, investigation, inspection services, and operations in the following programs: Environmental Health, which includes Code Enforcement; Hazardous Materials, Milk & Dairy, Solid Waste Management and Landfill Operations. The Department operates with two Assistant Directors, administrative staff, a program manager over each division, a staff of 79 and a budget of \$21 million.

***"MISSION: The mission of the Department of Parks and Recreation is to implement the policies established by the Board of Supervisors pertaining to parks which include acquiring, developing, and maintaining recreation areas serving every segment of society, including the disabled and the economically disadvantaged; providing the leadership necessary to develop and manage parks and recreational facilities in ways that will provide the best possible experience for people to enjoy the out-of-doors at the most reasonable costs."***

The Department of Parks and Recreation maintains five regional parks, 14 neighborhood parks, ten community parks, two Off-Highway Vehicle parks, four cemeteries, two bridges, La Grange historical areas, five fishing access points along rivers and lakes, one swimming pool, one organized youth camp, and numerous acres of open space and river bottom. The facilities provide a vast array of recreational opportunities. In addition, the Department of Parks and Recreation provides landscape/grounds maintenance services and streetscape maintenance for nine county services areas, eight county centers, ten libraries, one landscape maintenance district, and other governmental buildings in the unincorporated areas of the County. The Parks Department consists of four divisions including Administration, County Centers/Community Parks, Woodward Reservoir and Modesto Reservoir. The Department operates with a staff of 20 and a budget of \$4.7 million.

***"Stanislaus County . . . Striving to be the Best, in the heart of central California."***





## THE POSITION

**T**he Director of Environmental Resources/Parks and Recreation is a Department Head appointed by the Chief Executive Officer (CEO) with concurrence of the Board of Supervisors (Board), and reports directly to the CEO and Board. Under general administrative direction, the Director plans, directs, manages, and oversees the activities and operations of the Environmental Resources and Parks and Recreation Department, including assigned divisions, programs, and functional areas; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the CEO regarding strategic policy and problem-solving issues relating to the assigned department and the County overall.

Responsibilities include:

- Provides full management responsibility for all Environmental Resources and Parks and Recreation services and activities including departmental goals; policies and procedures; staffing levels and resource allocation; managing the development and administration of department budgets; and training, motivating and evaluating personnel through subordinate level staff
- Ensures the delivery of quality, customer-focused services by a commitment to continuous work improvement and exemplary public service
- Speaks before professional organizations or public groups to provide information on environmental resource and parks programs
- Represents the Department to other departments, elected officials, and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations
- Explains Department programs, policies, and activities; negotiates and resolves sensitive and controversial issues
- Participates on a variety of boards, commissions, and committees
- Enforces environmental, health, and sanitation laws and regulations
- Ensures the development of policies, procedures regarding environmental health, hazardous materials/waste, solid waste management, and milk and dairy legislation and ordinances
- Advises the Board, CEO, and other departments on policy decisions, interpretation of statutes, ordinance development, community environmental trends and problems, and budget requirements for personnel and equipment relating to department functions
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of environmental and parks management; incorporates new developments as appropriate
- Responds to and resolves difficult and sensitive citizen inquiries and complaints
- Advises and consults with city councils and city staffs on environmental resources matters and negotiates contracts and fees for services provided
- Audits fees to assure accountability and conducts self-audits of programs as required by State law
- Completes grants and subvention applications and accounts for expenditures of monies received
- Audits and conducts efficiency studies and otherwise monitors activities of garbage franchises on an annual basis or more often as necessary
- Oversees two municipal solid waste landfills to ensure that the operations meet all permit and regulatory requirements imposed by State and local oversight agencies
- Administers and enforces regulations pertaining to environment and parks management
- Assesses and analyzes community needs for urban and rural regional parks
- Directs the provision of services which ensure the Department's ability to meet the financial responsibilities for sustaining and expanding the existing regional park system
- Directs the provision of services to ensure natural resource protection and preservation; habitat restoration and enhancement; environmental regulation compliance; natural resource management planning; inventory and monitoring; and public use and resource protection
- Plans for department activities; functional assignments, and ordinance and statute implementation, and procedural modifications relating to departmental activities and functions
- Manages and implements the functions of finance, human resources, information technology, contract coordination, grant coordination, project management, process improvements, planning, employee support, risk and safety management, partner development and opportunities, and aligning maintenance, operational and customer needs

## THE IDEAL CANDIDATE

**T**he ideal candidate will have a proven track record of proactive accomplishments coupled with an energy and passion for public service. An entrepreneurial leader who develops and mentors staff and is quick to establish trust and credibility will be successful in this role. The ability to clearly articulate the services that the Department provides and build collaborative relationships with the Board, public and internal and external stakeholders will be expected. In addition, the successful candidate will understand the political complexities of environmental regulation and the competing interests of a variety of constituents.





Specific requirements are as follows:

#### Experience and Education

A Bachelor's degree, registration as a California Environmental Health Specialist and a minimum of four (4) years of professional experience in environmental health activities, including at least two (2) years of responsible supervisory work is expected. A Master's degree in Public Administration, Public Health or Health Sciences may be substituted for one (1) year of the required experience.

#### Knowledge

- Environmental health provisions of the California Health and Safety Code, the California Code of Regulations, local ordinances and regulations applicable to hazardous materials/ waste management and environmental health
- Principles and practices of environmental management, including basic sanitary sciences applied to air and water quality, sewage and waste disposal, food and beverage, housing, solid waste management, hazardous materials, and milk and dairy; procedures and methods used in inspecting and correcting illegal conditions and practices
- Principles and practices of property acquisition, development, management and disposal
- Contract negotiation and budget administration
- Federal, State and local ordinances and codes applicable to parks and recreation
- Principles and practices of public health, especially environmental health and sanitation inspections and investigations

Additional information is available on the County web site at [www.co.stanislous.ca.us](http://www.co.stanislous.ca.us)

### COMPENSATION AND BENEFITS

- The annual salary band for this position is **\$115,148.80 - \$172,723.20**
- The level of compensation is negotiable within the band depending on qualifications.

The County also offers an attractive benefit program, which includes the following:

#### Retirement

- Employer sponsored retirement plan under the 1937 Act Retirement System, with PERS reciprocity.
- Participates in Social Security.

#### Medical

The County offers three medical plans to choose from, each with an option to enroll in a traditional EPO plan or a High Deductible Health Plan option. For employees enrolling in High Deductible Health Plans, the County contributes \$1,200-\$2,000/year to the employee's individual Health Savings Account. Employees may also contribute additional funds to their individual Health Savings Account on a pre-tax basis.

#### Dental/Vision

The County will fund 80% premiums for dental and vision coverage.

#### Basic Life Insurance

The County provides \$30,000 in basic life insurance and offers the ability to purchase up to \$300,000 in supplemental life insurance.

#### Annual Leave Program

- 120 hours of vacation leave for the first year
- Department Heads receive an additional 32 hours of vacation per year.
- 160 hours after the first year
- 200 hours after 20 years
- 12 days sick leave
- 10 paid holidays
- 40 hours per year management leave

#### Automobile Allowance

\$4,800 per year automobile allowance

#### Deferred Compensation

2% of gross deferred compensation contribution

### APPLICATION AND SELECTION PROCEDURE

To be considered for this excellent career opportunity, please submit your resume (including dates of employment and size of budgets and staff managed) with cover letter, current salary and six work-related references by **Friday, August 17, 2012** to:

**CPS HR CONSULTING**

Pam Derby  
CPS Executive Search  
241 Lathrop Way • Sacramento, CA 95815  
Tel: 916 263-1401 • Fax: 916 561-7205  
Email: [resumes@cps.ca.gov](mailto:resumes@cps.ca.gov)

#### Selection Process

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant as soon as possible. The most qualified candidates will be referred for interviews in the County shortly thereafter. An appointment to the position will follow a final interview and the completion of health screening, reference and background checks.

*Stanislous County Is An Equal  
Opportunity Employer*

